



“BEST” PRACTICES AT MWCC

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ADVISOR ASSIGNMENT PROCESS

PROCEED WITH CAUTION!



Previous System

- Clerk in Records Office assigned faculty members BY HAND (paper and pencil tracking sheet) immediately prior to the start of the semester.
- Multiple mismatches between students' majors and faculty
- No "Advising Eye" on process
- No "triage" or assignment based on needs of students
- Readmitted students were reassigned to faculty/staff who were no longer advisors, who no longer worked here, or in some cases, were no longer living.
- Only "Day" students received an advisor; Everyone else's assignment was " " .

Goals of New System

- Assign all degree-seeking students to advisors/centers
- Match faculty members' strengths with students' needs
- Create discrepancy report to catch errors easily
- Use an advising eye in the assignment (Professor X will be a great fit with Student Y)
- Match students with faculty members teaching one of their courses, when possible
- Automate process to assign readmits to current advisors in appropriate major
- Address needs of satellite students and Web students



People

- Karen Costa, Director of Student Success
- Records Office Clerk
- IT professional-Created Recommended Advisor Report



Timeline

- August (Prior to fall semester)
- January (Prior to spring semester)
- Ongoing (Clearing discrepancies & Advisor/Student Mismatch)

New Process

- Application Express (Apex) Report-download into Excel to manipulate
- All students enrolled for selected semester
- Recommended campus based on primary campus of enrollment
- Student Risk Score Imported into Report
- Cohort populations defined
 - Veterans, ESL, Visions/Rx, Single Parents, Perkins CTE
- Instructors for courses listed
- ALL students receive an assigned advisor
 - Some students are assigned to a campus or the “Online Advisor”

Pros & Cons

- All degree-seeking students have an assigned advisor.
- Advisors are not always ended for readmits or change of major.
- Difficult to keep faculty at 19 when students are adding and dropping
- Extremely labor intensive (Think eyes glued to the back of your head) at worst time of year
- Better fit between advisors and students based on faculty feedback; Next CCSSE will demonstrate impact on satisfaction, frequency, and importance rates



Advising/Enrollment and Marketing

- Push toward “Internal Marketing” to support Student Success and Retention
- Examples
 - Summer Push
 - Finish What you Start
 - Spring Registration
 - Talk to Your Advisor